

Master Agreement

Between

The Caledonia Community Schools Board of Education

And

The Caledonia Education Association

31 August 2015 – 31 August 2017

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Article 1

1.0 Recognition

1.1 Agreement

This agreement is entered into between the Board of Education of the Caledonia Community Schools, hereafter called the “Board” and the Caledonia Education Association, hereafter called the “CEA/KCEA/MEA.

1.2 The Unit

The unit consists of two (2) categories; those eligible for tenure and those that are not eligible for tenure (Ancillary Staff)

1.2.1 Staff eligible for tenure under the Tenure Act:

1.2.1.1 Full-time and part-time regular education teachers

1.2.1.2 Full-time and part-time special education teachers/itinerant staff

1.2.1.3 Full-time and part-time parochial school teachers

1.2.2 Ancillary Staff is defined as: Licensed staff not eligible to receive tenure under the Tenure Act

1.2.2.1 Counselors

1.2.2.2 Special Education Consultants

1.2.2.3 Librarians - certified

1.2.2.4 Psychologists

1.2.2.5 Social Workers

1.2.2.6 Speech Therapists

1.3 Excluded from the Unit

Any of the employees in the following positions:

1.3.1 Substitute teachers

1.3.2 Administrators

1.3.3 Supervisors

1.3.4 Clerical

1.3.5 Custodial, maintenance, operations

1.3.6 Community Resources

1.3.7 Retired contracted employees

1.3.8 Privatized/subcontracted employees

1.4 Negotiations

The Board agrees not to negotiate with any organization other than the CEA for the duration of this Agreement,

Article 2

2.0 Rights

2.1 Board of Education Rights

2.1.1 Establish Policies – The CEA acknowledges that the Board, as officially constituted under the laws of the State of Michigan, is responsible for the establishment of policies designed to govern and maintain the school system.

2.1.2 Powers, Rights and Authority – The Board on its own behalf and on the behalf of the electors of the school district, retains and reserves all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States, including, but without limiting the generality of the following rights:

2.1.2.1 Management and Control – Delegate to the executive management and administrative control of the school system and its employees, properties and facilities.

2.1.2.2 Relationship to Employees – To hire all employees, and subject to the provisions of law, to determine their qualifications, the conditions of their continued employment, their dismissal or demotion, and to promote and transfer (certified and qualified for the assignment) all such employees.

2.1.2.3 Additional Rights – The Board delegates to its administrative staff the responsibilities of enforcing policies; construction, acquisition and maintenance of school buildings and equipment; the evaluation, discipline, suspension, promotion and termination of employees; and the establishment and revision of rules and regulations governing and pertaining to work and conduct of its employees. The Board and administrative staff shall be free to exercise all managerial rights and authority except as limited by law.

2.1.2.4 Use of Management Rights – Specific management rights in this Agreement are not intended to be, nor shall be, restrictive of or a waiver of any rights of management not specifically surrendered herein whether or not such rights has been exercised in the past.

2.2 CEA Rights

- 2.2.1 Nondiscrimination of Rights – The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex or marital status or membership in, or association with, the activities of any employee association.
- 2.2.2 Religious and Political Discrimination – Employees shall be entitled to full rights of citizenship and no religious or political activities of any employee or lack thereof shall be grounds of any discipline or discrimination with respect to the employment of the employee. However, the CEA recognizes that it is the employee's responsibility to fulfill his/her employment obligations.
- 2.2.3 Use of Facilities and Equipment – The Board grants to the CEA and its members the right to use school building facilities after making proper application to the building principal for each use desired. The Board shall provide reasonable use of office equipment and supplies for CEA business. When possible, bulletin boards in the staff lounge/work room(s) and other media of communications may be made available to the CEA and its members.
- 2.2.4 District Information – The Board agrees to make available to the CEA, in response to a written request to the Superintendent, all district information that is available to the constituents of the school district. School records are not to be removed from the office in which they are located.
- 2.2.5 Use of School Mail – The CEA may use the inter-school mail, email service and teacher mailboxes for communications to the teachers.

Article 3

3.0 Professional Behavior and Standards

- 3.1 Compliance with Policy – Teachers shall comply with reasonable rules, regulations and directions as adopted by the Board or its representatives which are not inconsistent with provisions of this Agreement or the law.
- 3.2 Enforcement – The CEA recognizes that abuse of such rules, regulations, directives, leaves, chronic tardiness or absence, leaving the assigned work site without permission, willful deficiency in professional performance, or other violations of professional behavior by a teacher reflect adversely upon the teaching profession and create undesirable conditions in the school building, and thus shall be the basis for employee discipline.
- 3.3 Representation – A teacher (who is a member of the CEA) and shall have allegedly committed a breach in his/her professional behavior shall be entitled to have a CEA representative during any hearing conducted by the

administration. A non-CEA member shall be afforded representation as well but the representation may not be a CEA representative.

Article 4

4.0 Protection of Teachers

- 4.1 Legal Counsel – If a teacher is sued by reason of disciplinary action taken in accordance with school policy against the student, the Board will provide legal counsel and render all necessary assistance to the teacher in his/her defense provided the teacher is free of fault. Each teacher has the responsibility to review periodically Board policies and administrative rules and regulations.
- 4.2 Injury – If in the case of an assault wherein injury is inflicted on a teacher when the teacher is acting in the line of duty as an employee of the Board, time lost by the teacher shall not be charged against the teacher's sick leave. However, the teacher shall continue to be paid by the Board except when Worker's Compensation is paid, the Board shall pay the difference between the sum received as a result of Worker's Compensation and the teacher's regular salary at the time of the injury, not to exceed three (3) years.
- 4.3 Reimbursement for Loss – The Board will reimburse teachers to a maximum of \$100.00 for any loss, damage, or destruction of clothing or personal property, not covered by the teacher's personal insurance while on assigned duty and when the loss does not result from any fault on the part of the teacher.
- 4.4 Insurance Compensation – Any monies paid by the Board under this Article are to be less any amount received by a teacher as a result of a personal insurance policy (i.e. no double compensation).
- 4.5 Further Compensation – The Board assumes no loss to teachers due to vandalism, fire or theft except when a teacher brings a valuable instructional material to school to use in the classroom and registers it properly with the central office through the principal. Then the teacher must process a claim through his/her personal insurance company and if no coverage is provided or if it is not completely covered by this method the Board agrees to process the cost of the material vandalized only; provided existing safeguards available were used to protect the property. Money, jewelry, i-phones, i-pads, cell phones and other personal devices are not covered.

Article 5

5.0 Working Schedules and Working Conditions

5.1 Hours:

5.1.1 The normal workday for teachers will not exceed seven (7) hours and twenty (20) minutes. It is understood that the twenty (20) minutes will be part of the normal workday, but will be counted as non-instructional time for teachers.

5.1.2 Each school building has the responsibility of insuring that within the specific workday required by contract, that enough instructional time will be allocated to total 1,098 hours for the school year, not including professional development time. This section is subjected to negotiations in order to meet any increases in state mandated instructional hours.

5.2 Staff Meetings:

5.2.1 Attendance at staff meetings is compulsory. The meetings shall be the first Monday of the month and for one (1) hour in duration for a total of one (1) hour per month.

5.2.2 Teachers will be notified of any change in a regularly scheduled staff meeting as soon as possible.

5.3 Approval for Leaving Early:

5.3.1 Any teacher desiring to leave his/her assigned building prior to the completion of his/her daily schedule, shall notify his/her immediate supervisor or his/her appointee, and get prior approval before leaving.

5.4 Normal Workday: It is understood that personnel assignments as to days and hours may, of necessity, change periodically during the school year.

5.4.1 Elementary Time:

5.4.1.1 Includes periods of time for: lunch, preparation, student passing, and before and after school supervision.

5.4.1.2 Regular Classroom Teacher Planning Time – Within the normal workday (5.1.1) there will be a guaranteed 45 minutes of blocked planning time, with 250 minutes of planning time per week.

5.4.1.3 Teaching Specialists – Will have planning time equal to that of other elementary teachers, but not necessarily blocked time.

5.4.1.4 Part-time Specialist – Will be guaranteed the appropriate proration of planning time, but not necessarily blocked. (As an example: A

teacher who is a .5 Specialist would receive 125 minutes of planning time per week).

5.4.2 Middle School Time:

5.4.2.1 Includes periods of time for: lunch, preparation, student passing, and before and after school supervision.

5.4.2.2 All middle school teachers will receive a planning time equal to sixty eight (68) minutes.

5.4.3 High School Time:

5.4.3.1 Includes periods of time for: lunch, preparation, student passing, and before and after school supervision.

5.4.3.2 Assignments to supervised study period shall be considered a teaching period for purposes of this Article.

5.4.3.3 Each high school teacher will receive a daily planning time equal to seventy two (72) minutes.

5.4.4 Alternative Education Time:

5.4.4.1 While the workday, as defined in 5.1.1 applies to Alternative Education teachers, it is recognized that specific workdays and hours may vary in the Alternative Education program.

5.4.4.2 The program administrator is responsible for assigning the specific workdays and hours.

5.5 Other Times/Periods:

5.5.1 Lunch: All teachers shall be entitled to a duty-free lunch period of no less than thirty (30) minutes in duration.

5.5.2 Elementary Recess – Duties shall be assigned to teachers on a rotating basis.

5.6 Class Size and Overload Compensation:

5.6.1 Class Size:

5.6.1.1 Kindergarten = 25 students

5.6.1.2 First & Second Grades (1 & 2) = 26 students

5.6.1.3 Third through Fifth Grades (3 – 5) = 28 students

5.6.1.4 Sixth through Twelfth Grades (6 – 12) = 30 students

5.6.1.5 The number of students in a science or computer class cannot exceed the number of stations/computers available.

5.6.1.6 Physical Education = 40 students

5.6.1.7 Vocal Music = unlimited number of students

5.6.1.8 Instrumental Music = unlimited number of students

5.7 Overload Compensation:

5.7.1 Reimbursement for overloads above the limits (5.6.1) will begin on day one (1) of the overload for K-5 teachers and one (1) week after each trimester for 6-12 teachers.

5.7.2 K-5 overload payment per student shall be \$2.00 per hour with a maximum of \$10.00 per day per student. 6th – 12th Grade will be paid \$2.00 per class period with a maximum of \$10.00 per day per student.

5.7.3 It is the responsibility of the teacher to notify the principal in writing of an overload situation in the classroom. The principal shall attempt to alleviate the overload in the classroom or approve overload compensation as per 5.7.2.

5.7.4 The daily attendance records will be used to compensate the teacher for the duration of the overload existed.

5.7.5 Overload compensation will be paid at the end of each trimester.

5.8 Preparation Period Compensation:

5.8.1 A teacher may teach an additional class during their schedule preparation time for compensation. This (5.8) is applicable to the secondary teachers, 6 – 12.

5.8.2 The additional class will be assigned by the principal and shall have teacher agreement to teach the class.

5.8.3 The extra class assignment compensation shall be as follows:

5.8.3.1 9-12: the teacher's individual salary divided by the normal class load (4 classes and 1 preparation period). Example: one trimester class will be the teacher's salary divided by 1/15.

5.8.3.2 6-8: the teacher's individual salary divided by the normal class load (6 classes and 1 preparation period). Example: one (1) grade

period out of three (3), will be the teacher's salary divided by 1/21.

5.8.4 The preparation period compensation will be paid at the end of each trimester.

5.9 Substitute Compensation:

5.9.1 All teachers who substitute during their planning periods will receive \$25.00 per planning or 1 comp hour.

5.10 Working Conditions:

5.10.1 Materials: The Board will provide copies (exclusively for each teacher's use) of teacher's manuals and texts used in each of the courses the teacher is to teach; and adequate supplies of all such materials required in daily teaching.

5.10.2 Notification: Teachers, other than newly appointed and substitute teachers, will be notified of their tentative programs for the coming school year as soon as practical. Anything unusual or special about the coming year will also be explained then also.

5.10.3 Copying Facilities: The Board agrees to make available copying and duplicating facilities to aid teachers in the preparation of instructional material.

5.10.4 Storage: The Board will provide a separate desk with a lockable drawer space for each teacher in the District. Also, suitable space for each teacher to store coats, overshoes, and to lock personal items will be provided.

5.10.5 Phone Use: Telephone facilities shall be made available to teachers for their reasonable use. Personal long distance calls will not be charged to the district.

5.10.6 Unsafe Conditions: Teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well being. Teachers shall report any unsafe conditions immediately to their principal.

5.11 Working Rules for Ancillary Staff

5.11.1 Layoff and Recall of Ancillary Staff: Should substantial and unforeseen changes in student population, economic situations, or other conditions that make necessary a general reduction in the number of ancillary staff employed by the Board, the Board shall apply the following order of reduction in ancillary personnel:

- 5.11.1.1 Voluntary lay-off or temporary personnel
- 5.11.1.2 Least seniority, in the category (Counselor, Special Education Consultant, Certified Librarian, Psychologist, Social Worker, or Speech Therapist)

5.11.2 Seniority shall be defined as the length of continuous years of service to the Caledonia School district within the bargaining unit after individual approval of the member by the Board Hired Date.

5.11.3 The following list will be used as the determining factor for seniority:

- 5.11.3.1 Shall not be pro-rated for part-time employees
- 5.11.3.2 Shall not accrue while on lay-off or leaves of absence
- 5.11.3.3 Shall be frozen for ancillary staff that takes leave from the unit to occupy another position (i.e. administrator, position that grants tenure) in the school district

5.11.4 Recall

- 5.11.4.1 Ancillary staff shall be recalled in inverse order of lay-off to vacancies within their category (1.2.2), which they are certified (licensed, etc.) and qualified.
- 5.11.4.2 Ancillary staff failing to respond to written notice of recall within ten (10) business days of receipt of such notice shall be considered to have voluntarily resigned.

5.11.5 Evaluation – Each individual shall be evaluated on an annual basis using State of Michigan criteria or that which is jointly developed by the Ancillary Staff and the Administration.

5.12 Professional Development

5.12.1 In order to meet the District's required five (5) days of teacher professional development each year (MCL 380.1527), the District and the CEA agree that the employer will support teachers pursuing online professional development approved by the Michigan Department of Education (MDE) as satisfying this requirement. The said professional development will conform to any policies or provisions of the MDE regarding quality of teacher professional development.

5.12.2 Online professional development may be completed by using either equipment furnished by the District or by the teacher. Upon completion of the professional development, the teacher will provide the employer with written verification that the professional development has been completed.

- 5.12.3 Furthermore, the District agrees to assure that not less than five (5) days, or thirty (30) clock hours, of professional development will be provided for teachers each year, and to provide reasonable assistance to a teacher in recording and submitting documentation to the MDE for purposes of advancing or renewing a teaching certificate. The teacher shall be held responsible for applying and submitting documentation to MDE.
- 5.13 FOIA – If a Freedom of Information Act (FOIA) request is received for a teacher’s personnel file or personnel file information, the teacher and/or the CEA will be notified of the request when it is received by an administrator. If the teacher indicates that he/she will challenge whether the information is disclosable under FOIA, the Board will take the maximum time permitted by the FOIA rules before it responds to the request.
- 5.14 Personnel File – Each teacher shall have the right, upon request, to review the contents of his/her own personal file. A representative of the CEA may, at the teacher’s request, accompany the teacher in this review. Confidential information shall be excluded. No material may be removed, or adverse materials added, from the teacher’s file without first informing the teacher and specifying the material removed. The teacher may request, in writing, the removal of any document. The removal will be done at the discretion of the supervisor in consultation with the Superintendent.

Article 6

6.0 Leave of Absence

- 6.1 Paid Sick Leave – the provisions for sick leave days are as follows:
- 6.1.1 Each teacher shall be granted ten (10) days for the 2015-2016 school year for absences caused by illness or injury. Each teacher may be granted eleven (11) days for the 2016-2017 school year for absences caused by illness or injury.
- 6.1.2 Unused sick leave days may accumulate as per Article 12 and Schedule A-4.
- 6.1.3 The maximum number of days that may be accumulated for severance pay is as Article 12 and Schedule A-4.
- 6.1.4 The building principal or Superintendent must approve each day of absence.
- 6.1.5 Sick Day Use – Sick leave may be used for personal illness of the employee, the employee’s spouse, children, or parents and other individuals residing for an extended period of time in the employee’s household, and for persons for whom legal responsibility has been assigned.

6.1.6 The teacher may be required to present a physician's statement of illness or injury at the request of the building principal or Superintendent.

6.2 Paid Personal Leave

6.2.1 The Board shall allocate three (3) days for personal business. The three (3) days of leave aren't accumulated year to year as personal days, but if unused will accumulate as sick days. Notification to convert the personal leave days to sick leave days is the responsibility of the teacher and must be submitted (district form) on the last teacher day of school.

6.2.2 Unacceptable use of personal days: first or last day of school, parent-teacher conference days, inservice/professional development days, or during the final exams or State mandated testing periods.

6.2.3 Use of personal days for working days preceding or following a vacation period or holidays are capped at 5% of the teacher membership in the building. The 5% is for a combination of personal days and comp time and not 5% for each category.

6.2.4 If a teacher has a personal day scheduled and the district has a snow day or other "Act of God" day, the teacher won't lose the day.

6.2.5 If a teacher is scheduled to attend a conference and the district has a snow day or other "Act of God" day, the teacher is expected to make a reasonable attempt to attend the conference.

6.2.6 Notification, in writing, shall be made to the building principal five (5) working days in advance of the anticipated absence. In case of an emergency the five (5) days notification period may be waived by the Superintendent/and or Principal, however, notification shall be made as soon as possible.

6.3 Compensatory Time (comp time)

6.3.1 Comp time guidelines are as follows:

6.3.1.1 A teacher may accrue a maximum of twenty one (21) hours of comp time and retained as a balance. (An equivalent of 3 days).

6.3.1.2 Comp time may be granted for the following duties:
Subbing during planning time or performing other duties approved by the Superintendent or his/her designee.

6.3.1.3 Any comp time over the twenty one (21) hours must be redeemed by the end of the academic year. Forms are due on the last scheduled teacher day of school.

The redemption of earned time is: one (1) day is equal to seven (7) hours of comp time and is follows:

6.3.1.3.1 The teacher may elect to be paid \$25.00 per hour.

6.3.1.3.2 Convert the comp time to sick leave days (conversion must be in increments of a full day)

6.3.1.3.3 The comp time must be used by 30 June of each school year.

6.3.1.4 Unacceptable use of comp time: first or last day of school, parent-teacher conference days, inservice/professional development days, or during final exams or State mandated testing periods.

6.3.1.5 Use of comp time for working days preceding or following a vacation period or holidays are capped at 5% of the teacher membership in the building. The 5% is a combination of personal days and comp time and not 5% for each category.

6.3.1.6 If a teacher has comp time scheduled and the district has a snow day or other “Act of God” day, the teacher won’t lose the time.

6.4 Paid Leaves – Leaves of absence, with pay and not charged against sick leave, will be made available for the following reasons. The building principal or Superintendent must approve each day of absence.

6.4.1 Jury Duty – If a teacher is called for jury service, he/she may serve. Salary payments will continue normally and any money paid for jury duty (except mileage) is to be given to the payroll department of the school district.

6.4.2 Bereavement Leave – Up to five (5) days per school year may be used due to the death in the immediate family. This leave for the immediate family isn’t charged against accumulated sick leave. Immediate family includes parents, grandparents, children, grandchildren, brothers, sisters, aunts, uncles, in-laws, spouses and individuals residing for extended period of time in the household. One (1) of the five (5) days may be used to attend the funeral of someone not in the immediate family. At the district’s discretion, additional days may be granted. Bereavement days are not cumulative.

6.4.3 Witness – Court appearance as a witness in any case connected with the employee’s employment with the school or whenever the employee is subpoenaed to attend any proceeding that is directly related to their employment in the district. Teachers may use

personal days, compensating time, or sick days for court appearances that are not connected to their employment with the district.

- 6.4.4 Conferences – Approved attendance at conferences, workshops, or in service meetings related to the employee’s work and approved by the supervisor.
- 6.4.5 Association Leave – The Board will provide up to a total of ten (10) days per year for use by the Caledonia Education Association President or his/her designee for Local Association business. The Association agrees the appropriate building principal(s) will know at least ten (10) days in advance of the absence of the leave day(s).
- 6.4.6 CEA Days – A total of seven (7) days will be granted to the CEA President or his/her designee for the purpose of attending state or regional conferences of the MEA or association-oriented meetings. The following conditions govern the use of the days:
 - 6.4.6.1 Three (3) days advanced notice, in writing, must be given to the building principal and Superintendent.
 - 6.4.6.2 The CEA will reimburse the school district for the substitute teacher’s pay.
 - 6.4.6.3 No time off from regular teaching hours will be granted for conducting CEA business, unless prior approval by the Superintendent.

6.5 Unpaid Leaves – Leaves of absence without pay may be granted, upon application, for the following purposes:

- 6.5.1 Medical – A leave of absence may be granted upon written request to those teachers who are unable to teach because of personal illness or injury, as per the following guidelines:
 - 6.5.1.1 The maximum length of this leave shall be the duration of the semester/trimester for which the leave is granted and the following semester/trimester.
 - 6.5.1.2 At the Board’s discretion, such leave may be extended if applied for in writing, fifteen (15) workdays prior to the expiration of the leave, and approved by the Board.
 - 6.5.1.3 Failure of any teacher, or designated representative, to apply for such unpaid leave prior to using their last available paid leave day shall be just cause for termination of their employment.

- 6.5.1.4 If during the school year, any teacher on an unpaid status is absent more than thirty (30) consecutive workdays (including Christmas break and Spring Break) insurance benefits will be discontinued. However, the teacher may continue insurance at their own cost as per the provisions of COBRA.
- 6.5.1.5 Prior to returning to work the teacher must furnish the Superintendent with a written, signed statement from the attending physician stating that the teacher is capable of returning and performing the full duties of his/her assignment.
- 6.5.1.6 Failure to report to work (without notification and approval) on the reinstatement date agreed after recovery shall be considered to be voluntary termination of employment.
- 6.5.2 Child Care Leave – The length of the leave shall not exceed one (1) year, renewable at the discretion of the Board. Some conditions related to child care leave are as follows:
 - 6.5.2.1 The teacher shall notify the Superintendent’s office in writing at least thirty (30) days prior to the beginning of the leave date.
 - 6.5.2.2 As nearly as possible, the beginning date of the leave of absence shall conform to the beginning or ending of a marking period, semester, or school year.
 - 6.5.2.3 In the event of a dispute concerning the beginning date of the leave, the teacher shall be entitled to a private hearing before the Superintendent.
 - 6.5.2.4 Once the beginning date of the leave has been approved by the Board it shall not thereafter be changed, except in the case of emergencies and to be determined on an individual basis.
 - 6.5.2.5 Sixty (60) days prior to the termination date of the leave, the teacher shall notify the Board of the employee’s intent to return to active teaching status unless the leave extends into the summer in which case the teacher shall notify the Board no later than 01 June of intent to return. The notification of return shall be in writing. Failure to meet the notification requirements and deadlines will result in a voluntary resignation by the teacher.
- 6.5.3 Sabbatical Leave – may be granted at the discretion of the Board in accordance with the school code:
 - 6.5.3.1 Written notification must be to the Superintendent six (6) months prior to the beginning of the leave.

6.5.3.2 The teacher, upon return from leave, may be assigned to the same or similar position and one that benefits the best interests of the district.

6.5.4 Military Leave – of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States or called to active duty while a member of the Reserve Armed Forces of the United States and is honorably discharged. Teachers on military leave shall be given benefit of any increments and sick leave allowances which would have been credited to them had they remained in active service to the school. Health insurance will be provided by the Board of Education until insurance is given by the military.

6.5.5 Family Medical Leave Act (FMLA)

The employer shall grant unpaid leave of up to twelve (12) workweeks for only those bargaining unit members eligible under the law (currently defined as bargaining unit members who have been employed at least twelve (12) months immediately prior to the Leave and who have worked a minimum of 1,250 hours in the previous twelve (12) months immediately prior to the Leave).

6.5.5.1 Upon return from the Leave, the bargaining unit members shall be returned to the position held immediately before the Leave began or to a position equivalent in pay, benefits, hours and other terms and conditions of employment.

6.5.5.2 The bargaining unit member shall have the option of first using accrued paid accumulated leave during the Leave. The remainder of any leave time will be unpaid.

6.5.5.3 Medical, dental and vision benefits will be continued during the Leave under the same conditions and at the same level as if the bargaining unit member were still at work. A bargaining unit member who does not return to work at the end of the FMLA Leave will be expected to reimburse the District for the medical, dental and vision premiums or expenses, whichever is applicable to the bargaining unit member.

6.5.5.4 Seniority shall continue to accrue during the FMLA Leave. The bargaining unit member shall have the right to take the Leave on a reduced or intermittent schedule.

6.5.5.5 Whenever practicable, the bargaining unit member will provide the Assistant Superintendent at least thirty (30) calendar days written notice of the request for the Leave. In non-emergency situations, the bargaining unit member shall complete the forms for a FMLA Leave prior to taking the Leave.

6.5.5.6 12 weeks of FMLA will be inclusive of all holidays, breaks, snow days etc. Intersession days for Emmons Lake teachers will not be counted in the FMLA calculations.

6.7 General Provisions

6.7.1 Medical Statement – Any employee absent for five (5) consecutive days or more may be required to present to the building principal, prior to returning to work, a statement from a Physician indicating that the employee’s health is satisfactory to resume normal work duties. If the building principal is in doubt about the employee’s health and ability to perform their duties, the principal may send the employee to a Physician of his/her choice for further examination at the expense of the Board

6.7.2 Violation of Leave – All leaves are considered as time off for protection of the employee. Any employee who willfully violates or misuses this policy on leave with pay or who misrepresents any statements or conditions under this policy shall forfeit all pay for this stated period and further rights under this policy unless reinstate in good standing by the Superintendent. Violation of this leave policy will be subject to disciplinary action up to and including discharge.

Article 7

7.0 Sick Leave Bank (SLB)

7.1 Intent and Purpose: A sick leave bank shall be administered for circumstances using the FMLA guidelines.

The intent of the sick leave bank (slb) is to bridge the time/days between a bargaining unit member’s accumulated sick days and long-term disability or in the cases of prolonged illness in which absences are frequent but long-term disability is not available.

7.1.1 A CEA professional wishing to withdraw days from the SLB must submit the following information in writing or electronically to the CEA union president or the president’s designee for communication to the members:

Type of illness with a doctor’s verification that the member is unfit to return to work. This verification must include the length of time the bargaining unit member may be off work.

- 7.1.2 Sick days requested are to be used for long term, extended serious medical conditions which must require a doctor's verification statement (see FMLA guidelines).
 - 7.1.3 A bargaining unit member requesting sick days from the bank must have exhausted his/her sick leave day balance at the time of the request.
 - 7.1.4 Re-evaluation of the bargaining unit member's circumstances may occur after 15-20 days per the union or the administration request. At this time there may be one more request for days. After there are two requests, no more will be made unless there are extenuating circumstances.
- 7.2 Donation of Sick Days by CEA Members
- 7.2.1 Up to 2 sick days per year/per bargaining unit member may be donated.
 - 7.2.2 Members must have accumulated a minimum of twenty (20) sick days in order to donate to the Sick Bank.
- 7.3 Administration of Sick Leave Bank
- 7.3.1 The donation and usage of sick leave donations will be monitored and maintained by The District.
- 7.4 It is understood by the parties to the agreement that it is the intent of Caledonia Community Schools that the provisions of the FMLA be followed and adhered to with regard to those parties covered by the Master Agreement.

Article 8

8.0 Worker's Compensation Guidelines

- 8.1 Injury/Accident Reporting – An employee injured on the job shall report such injury at once to the building principal and the Central Administration Office. All reports must be filed at the Central Administration Office as soon as possible after the incident has occurred but no later than the next working day.
- 8.2 Reporting Earnings – Should an employee injury require loss of time and earn the employee worker's compensation benefits, said compensation shall be reported, by the employee to the central administration office immediately upon receipt.
- 8.3 Limits – An employee cannot collect both worker's compensation and sick leave at the same time. When legally possible an employee will be compensated under the worker's compensation law rather than the employee's accumulated sick leave. Should worker's compensation be less than the employee's regular wage, the difference may be made up through available sick leave benefit, after the expiration of the worker's compensation benefit.

Article 9

9.0 Unscheduled School Closings and School Delayed Days.

- 9.1 Unscheduled School Closings – Teachers need not report to work on days when pupil instruction is not provided because of conditions not within the control of school authorities such as severe storms (snow days) and other “Acts of God” days: i.e. fires, epidemics, mechanical failure, or health conditions as defined by city, county or state agencies.
 - 9.1.1 The Association and Board agree to the number of hours/days allowed, for such unscheduled school closings, as defined by the State of Michigan School Code.
 - 9.1.2 Teachers will receive their regular compensation for unscheduled school closings. However, if the number of hours/days of unscheduled closings exceeds the allowable amount of time by the State, the teachers will work the rescheduled hours/days without additional compensation.
 - 9.1.3 If an unscheduled school closing occurs on a non-instructional day such as records day, professional development, etc.; the Superintendent shall reschedule the day and the teachers will work the day without additional compensation.
- 9.2 School Delayed Days – (Definitions) School starting time is delayed because of weather or other conditions that impede the regular starting time to be

followed. A school delay is defined as a delay that is two (2) or more hours in duration.

- 9.2.1 Teachers are required to be at their assigned teaching station twenty (20) minutes prior to the beginning of the rescheduled starting time.

Article 10

10.0 Calendar – School year calendars will be set by the Superintendent, with input from the CEA President.

10.1 There will be a maximum of 181 teacher workdays for 2015- 2016 school year.

10.1.1 Of the 181 teacher workdays, three (3) will be for professional development days and two (2) days shall be for parent-teacher conferences.

10.1.2 There will be a maximum of 176 student instruction days for the 2015-2016 school year.

10.2 There will be a maximum of 183 teacher workdays for the 2016-2017 school year.

10.2.1 Of the 183 workdays, three (3) will be professional development days and two (2) days shall be for parent-teacher conferences.

10.2.1.1 Six (6) days will be half (1/2) days.

10.2.1.2 Four (4) of the six (six) half (1/2) days will be used for professional development. (2 Professional Development Days)

10.2.1.3 Two (2) of the six (6) half (1/2) days will be teacher record days. (1 Teacher Records Day)

10.2.1.4 There will be one (1) professional development day at the beginning of the year.

10.2.2 There will be a maximum of 180 student instruction days for the 2016-2017 school year.

10.3 Caledonia Schools will follow the Kent County calendar for holidays, Christmas break, and spring break

Article 11

11.0 Benefits

11.1 Health Insurance – The Board shall pay medical benefit plan cost as permitted by State law for the ‘hard cap’, and is as follows:

11.1.1 2015-16 Full Family = \$16,342; 2016-17 = to be determined

11.1.2 2015-16 Self & Other = \$12,531; 2016-17 = to be determined

11.1.3 2015-16 Single = \$5,992; 2016-17 = to be determined

11.1.4 The “hard cap” is for the duration of this agreement and will be adjusted annually (01 July) as per rates set by the Department of Treasury

11.1.5 The District benefit year runs from July 1 to June 30.

11.1.6 Applicable benefit deductions for insurance coverage will be payroll deducted over nineteen (19) pay periods beginning with the first pay period in October and ending in June. The premium contribution by the employee will be paid with pre-tax dollars as per the District’s Section 125 Plan.

11.1.7 Health insurance benefits will terminate on June 30 for those bargaining unit members that retire/resign at the end of a school year.

11.1.8 Health insurance benefits will terminate on the effective date of retirement/resignation for those bargaining unit members that retire/resign between July 1 and May 31. Insurance costs will be recalculated and adjusted on the members final pay period.

11.2 Dental Insurance

11.2.1 The Board shall pay the medical benefit plan cost for dental insurance.

11.3 Vision Insurance

11.3.1 The Board shall pay the medical benefit plan cost for vision insurance.

11.4 Cash-in-Lieu-of (CILO)

11.4.1 Definition: This is an amount of money allocated to an employee for forfeiture of their health insurance benefits. Other benefit forfeiture doesn’t qualify for CILO.

- 11.4.2 The amount of CILO will be prorated as to the employee F.T.E.
- 11.4.3 CILO will be paid over nineteen (19) pay periods beginning the first pay period in October and ending in June.
- 11.4.4 Once an employee selects CILO they may not change to health insurance for that fiscal year.
- 11.4.5 The CILO for a 1.0 F.T.E. employee is as follows:
 - 11.4.5.1 2015-16 = \$5,600
 - 11.4.5.2 2016-17 = \$5,600
- 11.4.6 CILO will be paid while an employee is on leave and is using earned sick time, comp time, or personal days to receive compensation. Once an employee has exhausted earned leave time (sick leave time, comp time and personal time) or elects to go on unpaid leave, CILO will not be paid.
- 11.4.7 CILO will terminate on the effective date of retirement/resignation for those bargaining unit members that retire between July 1 and May 31.

11.5 Life Insurance

- 11.5.1 The Board shall pay the premium for \$45,000 of life insurance for the employee.

11.6 Long-Term Disability (LTD)

- 11.6.1 The Board shall pay the premium for LTD insurance.
- 11.6.2 The LTD Plan shall be for 66 2/3% of the employee's salary with a maximum of \$5,000 per month.
- 11.6.3 The Plan will have a 90 day waiting period with a modified fill.

Article 12

12.0 Compensation

12.1 Wage Schedules – "A-1"

- 12.1.1 The Schedule "A-1" is the teaching salary schedule.
- 12.1.2 The salary in "A-1" will be prorated as to the teacher's F.T.E.

12.1.3 Salary Schedule “A-1” is categorized with education increments/ lanes: BA, BA+20, MA, MA+15, MA+30, MA+45. To move on the schedule to a higher increment/lane (i.e. BA+20 to MA) a teacher must:

12.1.3.1 Accumulate graduate hours from an accredited college or university. C.E.U.s, SCECH, and District provided professional development will not qualify for movement on the salary schedule.

12.1.3.2 The graduate hours applied to the schedule must be in the teaching major, teaching minor, teaching assignment or courses approved, in writing, by the teacher’s principal.

12.1.3.3 Only courses taken after the completion of a graduate degree (date of issuance degree was awarded) will count toward the next education increment/lane (i.e. MA to MA+15).

12.2 Longevity Schedule – “A-2”

12.2.1 The Schedule “A-2” is the longevity schedule for years of service in the district as of 01 October of each year. Service in other districts isn’t recognized or applicable.

12.2.2 The amounts per range shall be added to the teacher’s specific amount in Schedule “A-1”.

12.3 Extra-Duty Schedules – “A-3”

12.3.1 The Schedule “A-3” is the extra-duty schedule.

12.3.2 The Board reserves the right to approve or disapprove a specific extra-duty activity.

12.3.3 It is the responsibility of the Board to hire qualified individuals.

12.3.4 New sports, organizations, clubs, or activities not currently listed in Schedule “A-2”, may be added during the term of this contract, with the approval of the Board of Education. No reimbursement will be made prior to Board approval. The CEA will be notified of any additional paid positions.

12.4 Severance Payments Schedule – “A-4”

12.4.1 The Schedule “A-4” is the Severance Payments Schedules and is only applicable to members that retire through the MSPERS system. Any teacher in good standing who has been with Caledonia Community Schools for ten (10) years is eligible for a severance payment for accumulated sick leave and years of service, upon retirement to the State Retirement system (MSPERS).

12.4.2 The years of service schedule is applicable for time in the district and doesn't recognize service in other districts.

12.4.3 The maximum amount of accumulated sick leave days and rate per day for severance pay is listed in "A-4".

12.5 Credit Experience

12.5.1 Teachers may be given full credit for experience in other school systems, upon their employment, up to five (5) years of experience.

12.5.2 The Superintendent shall determine if he/she will grant credit experience.

12.6 Degree Status Change

12.6.1 Any changes in the degree status of a teacher that affects teacher's salary must be made upon notification and proof of change by 31 August, or 01 February, of each school year.

12.6.2 The change in salary will be effective for the full semester.

12.6.3 The Degree Status Change Form and Official Transcripts must be received by the Superintendent prior to the due date (12.6.1) in order to become effective for that period of time.

12.7 Mentoring

12.7.1 The Mentor Teacher will be allocated \$200 in teaching supplies and materials for their classroom for their mentoring services.

12.8 Travel Reimbursement

12.8.1 Teachers who are required to travel between schools in the performance of their teaching duties will be reimbursed at the IRS rate as of 01 September of each school year.

12.8.2 Other travel reimbursement, such as travel to conferences, shall be paid at the IRS rate of 01 September per mile. The reimbursement must be approved prior to the travel by the building/program administrator.

12.9 Tuition Reimbursement

12.9.1 A teacher shall be eligible for tuition reimbursement for classes started after completing two (2) school years with the district.

- 12.9.2 The Principal will approve teacher courses for tuition reimbursement prior to the teacher taking the class.
- 12.9.3 The district will allocate \$90,000 (plus carry over from 2014-2015) for 01 July 2015 to 30 June 2016 for teacher tuition reimbursement. The allocated funds will be divided by the number of teachers applying for reimbursement ($\$90,000 / \# \text{ of teachers} = \text{tuition reimbursement per eligible teacher}$). There will be only two (2) distributions per academic year. The first distribution will be made on or around 30 January and the second will be made on or around 30 June. Deadlines for submitting reimbursement request are 15 January and 15 June. The maximum amount per teacher is \$1,200 and may be less as per formula.
- 12.9.4 The allocated amount for 01 July 2016 to 30 June 2017 will be \$90,000 and will be distributed as per the guidelines in 12.9.3.
- 12.9.5 Any amount not expended from the 2015-16 and 2016-17 allocations shall be carried over to the subsequent year.
- 12.9.6 C.E.U.s, SCECH, and District provided professional development will not qualify for tuition reimbursement nor will count for hours on the wage scale (Schedule "A-1").

12.10 Class Size and Overload Compensation

12.10.1 Class size limits are listed in 5.6

12.10.2 Overload compensation is listed in 5.7

12.11 Substitute Compensation

12.11.1 Substitute compensation is listed in 5.9.1

Article 13

13.0 Grievance Procedures

- 13.1 Any member of the CEA may submit a grievance if there is cause to believe there is a violation of this Agreement. Grievances shall be processed in a timely and orderly manner as described in each step of the grievance procedure. Grievances must cite specific Articles of the Agreement that were allegedly violated; statements of fact which the alleged violation is based, and relief sought by the grievant. The time lines may be extended by a written mutual agreement. At each step, the grievant may be accompanied by a representative of the CEA. Any expense incurred throughout the grievance procedure shall be borne by the party incurring them.

13.2 Step 1: Discussion:

A member with a grievance shall discuss it, within five (5) working days, with his/her immediate supervisor of the alleged violation.

13.3 Step 2: Written Form

If the grievance is not settled to the mutual satisfaction of both parties, the grievance must be reduced to writing, signed by the grievant and submitted to the grievant immediate supervisor within five (5) working days following the date of Step 1 (discussion). The immediate supervisor shall respond in writing within five (5) working days after receipt of the written grievance.

13.4 Step 3: Superintendent Level

If the determination of the immediate supervisor does not relieve the grievant it may be submitted to the Superintendent of Schools within five (5) working days after receiving the written disposition from the immediate supervisor. After investigating the facts of the matter and conferring with both parties, the Superintendent shall issue a written disposition of the grievance within ten (10) working days of receipt of the grievance from Step 2.

13.5 Step 4: Board of Education

If the grievant still believes the disposition of the Superintendent is in violation of the contract he/she may appeal to the Board of Education for review and a decision. The written appeal must be made within five (5) working days following the Superintendent's written disposition. The Board will receive, hear or designate a hearing at the next regular Board meeting if appeal is presented eight (8) working days prior to the meeting.

13.6 Step 5: Arbitration

No individual employee shall have the right to submit a grievance to Step 5. If the decision in Step 4 is unsatisfactory to the CEA, the grievance may be submitted to arbitration by a written notice within thirty (30) calendar days of the Step 4 disposition. The parties shall meet within fourteen (14) calendar days to mutually select an arbitrator. If both parties cannot mutually agree upon an arbitrator a demand for arbitration of the dispute be filed with the American Arbitration Association ("AAA") and the selection of the arbitrator be made pursuant to the rules of and from a panel of arbitrators provided by the AAA.

13.6.1 The grievance shall relate solely to the application and interpretation of the terms and conditions of the Master Agreement.

13.6.2 The parties shall be bound by the rules of the American Arbitration Association.

13.6.3 The arbitrator shall have no authority to add to, subtract from, modify, change, alter or amend the terms and conditions of the Agreement.

13.6.4 The decision of the arbitrator shall be final and binding.

13.6.5 Only one grievance shall be heard by an arbitrator at any one appointment.

13.6.6 The costs and expenses of the arbitrator shall be shared equally by the parties.

13.6.7 Any grievance not taken to arbitration within the above stated time limits shall be deemed settled based upon the Board's last answer.

13.6.8 In the case of a grievance involving any continuing monetary liability, the arbitrator shall not award compensation or back pay for any period more than five (5) working days prior to the filing date of the grievance.

13.7 Exclusions – The following issues shall be excluded from the grievance procedure:

13.7.1 The dismissal of a probationary employee or decision not to reemploy.

13.7.2 The substance of an employee's evaluation.

13.7.3 Determination of an employee's qualifications.

13.7.4 Any matter which could be brought within the jurisdiction of the Teacher Tenure Act.

Article 14

14.0 Continuity of Operations

14.1 No Strike – During the terms of this Agreement, neither the CEA nor any person acting in its behalf, nor any individual employee will cause, authorize, support or take part in any strike (i.e., the concerted failure to report to work, or willful absence of any employee from his/her position or stoppage of work or the employee's duties of employment) for any purpose whatsoever. It is further agreed the CEA will not itself and will not request any other organization to place a sanction of any form on the Caledonia Schools.

14.2 No Reprisals – The CEA will not support the action of any employee taken in violation of this Article, nor will it directly or indirectly take reprisals of any kind against an employee who continues or attempts to continue the full, faithful and

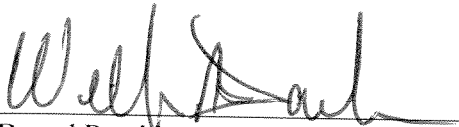
proper performance of contractual duties or who refuses to participate in any of the activities of the Article.

- 14.3 Violation by CEA – In the event the CEA or any employee(s) or both violate the intent of this Agreement the CEA shall be held liable for any and all damages and/or expenses incurred or suffered by the Board. Further, any employee involved in the violation of this Article may be subject to disciplinary action.
- 14.4 Violation by Board – In the event the Board violates the intent of this Article, the Board shall be held liable for any and all damages and/or expenses incurred or suffered by the CEA.
- 14.5 No Lockout – During the life of this Agreement, the Caledonia Board of Education will not “lockout” any member of the CEA in any school of the Caledonia School District.
- 14.6 Negotiations – The CEA and the Administration will meet sixty (60) calendar days prior to the expiration of the Agreement to mutually design a meeting schedule for negotiations.


Article 15
Duration

This Agreement shall be effective upon ratification and implementation on 31 August 2015 and shall continue in effect for two (2) years; 31 August 2015 until 31 August 2017. The Agreement shall not be extended orally and it is expressly understood that it shall expire on the date here indicated. However, upon mutual consent of both parties to the Agreement, renegotiations of part or all of this Agreement may take place at any time during the term of this contractual agreement.

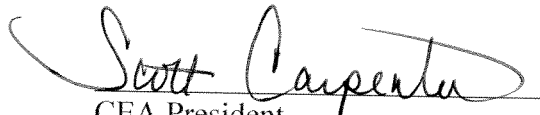
Board Representatives + Date

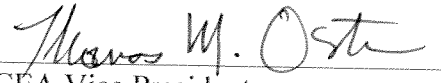

Board President


Board Secretary

 25 Aug. 15
Darrell Kingsbury Asst. Supt.

CEA Representatives + Date


CEA President


CEA Vice President

Schedule "A-4"
Severance Payments

Sick Days Payments:

<u>Range of Days</u>	<u>Pay per Day</u>	<u>(Amounts per range-low to high)</u>
1 – 15	\$15	\$15 - \$225
16 – 30	\$35	\$560 - \$1,050
31 – 50	\$55	\$1,705 - \$2,750
51 – 75	\$75	\$3,825 - \$5,625
76 – 100	\$85	\$6,460 - \$8,500
101 – 125	\$90	\$9,090 - \$11,250
126 – 150	\$95	\$10,710 - \$12,750
151 – 175	\$100	\$15,100 - \$17,500
176 – 200	\$105	\$18,480 - \$21,000
201 – 225	\$110	\$22,110 - \$24,750
226 - - +	\$115	\$25,990

Years Service Payments:

<u>Years Service</u>	<u>Pay per Years (range of years) in District</u>	<u>Low to High</u>
1 – 10	\$0	
11 – 15	\$25	\$275 - \$375
16 – 20	\$50	\$800 - \$1,000
21 – 25	\$75	\$1,575 - \$1,875
26 – 30	\$100	\$2,600 - \$3,000
31 - - +	\$125	\$3,875

- A) An individual is only eligible for severance payments if they have spent the last ten (10) years in Caledonia Schools and retires through the MSPERS system.
- B) Years service will be determined by the Board hired date. Any leave of absence of a year or more will be deducted from the total years of service.

Schedule "A-2"
Longevity

Longevity Schedule - - added to salary and off schedule- - amount for range of service

<u>Years of Service</u>	<u>Amount Off Schedule for Range of Service</u>
1 – 9	\$0
10-11-12-13-14	\$250
15-16-17-18	\$500
19-20-21	\$750
22-23-24	\$1,000
25 – 26	\$1,250
27 – 28	\$1,500
29 – 30	\$1,750
31 - - Cap	\$2,000

Schedule "A-3"
Extra-Duty

Activity	Steps 1 & 2	Steps 3 & 4	Steps 5 & 6	Steps 7 & 8	Steps 9 & 10
<u>Athletics</u>					
<u>Football</u>					
Head Varsity	\$5,300	\$5,900	\$7,300	\$7,900	\$8,500
Asst. Varsity	\$3,400	\$3,900	\$4,800	\$5,100	\$5,400
Head JV	\$3,400	\$3,800	\$4,800	\$5,100	\$5,400
Asst. JV	\$3,300	\$3,700	\$4,500	\$4,900	\$5,300
Head 9 th	\$3,200	\$3,600	\$4,400	\$4,800	\$5,200
Asst. 9 th	\$3,200	\$3,600	\$4,300	\$4,700	\$5,100
<u>Basketball – Boys</u>					
Head Varsity	\$5,300	\$5,900	\$7,300	\$7,900	\$8,500
Asst. Varsity	\$3,400	\$3,800	\$4,700	\$5,100	\$5,500
Head JV	\$3,400	\$3,800	\$4,700	\$5,100	\$5,500
9 th Grade	\$3,200	\$3,600	\$4,400	\$4,800	\$5,200
8 th Grade	\$1,600	\$1,800	\$2,000	\$2,200	\$2,200
7 th Grade	\$1,600	\$1,800	\$2,000	\$2,200	\$2,200
<u>Basketball – Girls</u>					
Head Varsity	\$5,300	\$5,900	\$7,300	\$7,900	\$8,500
Asst. Varsity	\$3,400	\$3,800	\$4,700	\$5,100	\$5,500
Head JV	\$3,400	\$3,800	\$4,700	\$5,100	\$5,500
9 th Grade	\$3,200	\$3,600	\$4,400	\$4,800	\$5,200
8 th Grade	\$1,600	\$1,800	\$2,000	\$2,200	\$2,200
7 th Grade	\$1,600	\$1,800	\$2,000	\$2,200	\$2,200
<u>Track – Boys</u>					
Head Varsity	\$4,000	\$4,500	\$5,500	\$6,000	\$6,500
Asst. Varsity	\$2,900	\$3,200	\$4,000	\$4,300	\$4,600
Head Middle School	\$1,800	\$2,000	\$2,200	\$2,400	\$2,400
Asst. Middle School	\$1,600	\$1,800	\$2,000	\$2,200	\$2,200
<u>Track – Girls</u>					
Head Varsity	\$4,000	\$4,500	\$5,500	\$6,000	\$6,500
Asst. Varsity	\$2,900	\$3,200	\$4,000	\$4,300	\$4,600
Head Middle School	\$1,800	\$2,000	\$2,200	\$2,400	\$2,400
Asst. Middle School	\$1,600	\$1,800	\$2,000	\$2,200	\$2,200

Activity	Steps 1 & 2	Steps 3 & 4	Steps 5 & 6	Steps 7 & 8	Steps 9 & 10
<u>Baseball</u>					
Head Varsity	\$4,000	\$4,500	\$5,500	\$6,000	\$6,500
Asst. Varsity	\$2,800	\$3,000	\$3,200	\$3,400	\$3,600
Head JV	\$2,600	\$2,800	\$3,000	\$3,200	\$3,400
9 th Grade	\$2,400	\$2,600	\$2,800	\$3,000	\$3,200
<u>Softball</u>					
Head Varsity	\$4,000	\$4,500	\$5,500	\$6,000	\$6,500
Asst. Varsity	\$2,800	\$3,000	\$3,200	\$3,400	\$3,600
Head JV	\$2,600	\$2,800	\$3,000	\$3,200	\$3,400
9 th Grade	\$2,400	\$2,600	\$2,800	\$3,000	\$3,200
<u>Wrestling</u>					
Head Varsity	\$4,500	\$5,100	\$6,200	\$6,700	\$7,200
Asst. Varsity	\$2,800	\$3,000	\$3,200	\$3,400	\$3,600
Head JV	\$2,600	\$2,800	\$3,000	\$3,200	\$3,400
Head Middle School	\$1,800	\$2,000	\$2,200	\$2,400	\$2,400
Asst. Middle School	\$1,600	\$1,800	\$2,000	\$2,200	\$2,200
<u>Soccer – Boys</u>					
Head Varsity	\$3,900	\$4,400	\$5,400	\$5,800	\$6,200
Asst. Varsity	\$2,800	\$3,000	\$3,200	\$3,400	\$3,600
Head JV	\$2,600	\$2,800	\$3,000	\$3,200	\$3,400
9 th Grade	\$2,400	\$2,600	\$2,800	\$3,000	\$3,200
<u>Soccer – Girls</u>					
Head Varsity	\$3,900	\$4,400	\$5,400	\$5,800	\$6,200
Asst. Varsity	\$2,800	\$3,000	\$3,200	\$3,400	\$3,600
Head JV	\$2,600	\$2,800	\$3,000	\$3,200	\$3,400
9 th Grade	\$2,400	\$2,600	\$2,800	\$3,000	\$3,200
<u>Bowling – Boys</u>					
Head Varsity	\$2,400	\$2,700	\$3,400	\$3,600	\$3,800
Asst. Varsity	\$1,600	\$1,800	\$2,000	\$2,200	\$2,400
<u>Bowling – Girls</u>					
Head Varsity	\$2,400	\$2,700	\$3,400	\$3,600	\$3,800
Asst. Varsity	\$1,600	\$1,800	\$2,000	\$2,200	\$2,400
<u>Ski Team</u>					
Head	\$2,400	\$2,700	\$3,400	\$3,600	\$3,800
Asst.	\$1,600	\$1,800	\$2,000	\$2,200	\$2,400

Activity	Steps 1 & 2	Steps 3 & 4	Steps 5 & 6	Steps 7 & 8	Steps 9 & 10
<u>Tennis – Boys</u>					
Head Varsity	\$3,200	\$3,600	\$4,400	\$4,800	\$5,200
Asst. Varsity	\$2,800	\$3,000	\$3,200	\$3,400	\$3,600
Head JV	\$2,600	\$2,800	\$3,000	\$3,200	\$3,400
Head Middle School	\$1,800	\$2,000	\$2,200	\$2,400	\$2,400
Asst. Middle School	\$1,600	\$1,800	\$2,000	\$2,200	\$2,200
<u>Tennis – Girls</u>					
Head Varsity	\$3,200	\$3,600	\$4,400	\$4,800	\$5,200
Asst. Varsity	\$2,800	\$3,000	\$3,200	\$3,400	\$3,600
Head JV	\$2,600	\$2,800	\$3,000	\$3,200	\$3,400
Head Middle School	\$1,800	\$2,000	\$2,200	\$2,400	\$2,400
Asst. Middle School	\$1,600	\$1,800	\$2,000	\$2,200	\$2,200
<u>Golf – Boys</u>					
Head Varsity	\$3,000	\$3,400	\$4,200	\$4,500	\$4,800
Head JV	\$2,200	\$2,500	\$3,100	\$3,300	\$3,500
<u>Golf – Girls</u>					
Head Varsity	\$3,000	\$3,400	\$4,200	\$4,500	\$4,800
Head JV	\$2,200	\$2,500	\$3,100	\$3,300	\$3,500
<u>Volleyball</u>					
Head Varsity	\$3,700	\$4,200	\$5,100	\$5,600	\$6,100
Asst. Varsity	\$2,800	\$3,000	\$3,200	\$3,400	\$3,600
Head JV	\$2,600	\$2,800	\$3,000	\$3,200	\$3,400
9 th Grade	\$2,400	\$2,600	\$2,800	\$3,000	\$3,200
8 th Grade	\$1,800	\$2,000	\$2,200	\$2,400	\$2,400
7 th Grade	\$1,800	\$2,000	\$2,200	\$2,400	\$2,400
<u>Cross Country – Boys</u>					
Head Varsity	\$3,200	\$3,700	\$4,500	\$4,900	\$5,300
Asst. Varsity	\$2,000	\$2,200	\$2,400	\$2,600	\$2,800
Middle School	\$1,600	\$1,800	\$2,000	\$2,200	\$2,200
<u>Cross Country – Girls</u>					
Head Varsity	\$3,200	\$3,700	\$4,500	\$4,900	\$5,300
Asst. Varsity	\$2,000	\$2,200	\$2,400	\$2,600	\$2,800
Middle School	\$1,600	\$1,800	\$2,000	\$2,200	\$2,200

<u>Activity</u>	<u>Steps 1 & 2</u>	<u>Steps 3 & 4</u>	<u>Steps 5 & 6</u>	<u>Steps 7 & 8</u>	<u>Steps 9 & 10</u>
<u>Lacrosse - Boys</u>					
Head Varsity	\$3,900	\$4,400	\$5,400	\$5,800	\$6,200
Asst. Varsity	\$2,800	\$3,000	\$3,200	\$3,400	\$3,600
<u>Lacrosse – Girls</u>					
Head Varsity	\$3,900	\$4,400	\$5,400	\$5,800	\$6,200
Asst. Varsity	\$2,800	\$3,000	\$3,200	\$3,400	\$3,600
<u>Cheerleading – Sideline</u>					
Head Varsity	\$2,500	\$2,800	\$3,500	\$3,800	\$4,100
Head JV	\$1,600	\$1,800	\$2,000	\$2,200	\$2,200
9 th Grade	\$1,500	\$1,700	\$1,900	\$2,100	\$2,300
Middle School	\$1,500	\$1,700	\$1,900	\$2,100	\$2,100
<u>Cheerleading – Competitive</u>					
Head Varsity	\$2,500	\$2,800	\$3,500	\$3,800	\$4,100
Asst. Varsity	\$1,800	\$2,000	\$2,200	\$2,400	\$2,400
Head JV	\$1,600	\$1,800	\$2,000	\$2,200	\$2,300
Head Middle School	\$1,500	\$1,700	\$1,900	\$2,100	\$2,100
Asst. Middle School	\$1,300	\$1,500	\$1,700	\$1,900	\$1,900
<u>Dance Team</u>					
Head Varsity	\$2,500	\$2,800	\$3,500	\$3,800	\$4,100
<u>Activities – Advisors</u>					
<u>Band</u>					
High School	\$4,300	\$4,900	\$6,000	\$6,400	\$6,800
Middle School	\$3,100	\$3,500	\$4,300	\$4,600	\$4,900
<u>Orchestra</u>	\$3,100	\$3,500	\$4,300	\$4,600	\$4,900
<u>Choral</u>	\$1,900	\$2,200	\$2,700	\$2,900	\$3,100
<u>Drama</u>					
Per Production	\$1,500	\$1,700	\$2,100	\$2,300	\$2,500
<u>Assist Musical Director</u>					
	\$1,000	\$1,200	\$1,400	\$1,600	\$1,800
<u>Department Chair</u>					
High School	\$1,200	\$1,400	\$1,600	\$1,800	\$2,000
<u>Team Leader</u>					
Middle School	\$1,200	\$1,400	\$1,600	\$1,800	\$2,000

<u>Activity</u>	<u>Steps 1 & 2</u>	<u>Steps 3 & 4</u>	<u>Steps 5 & 6</u>	<u>Steps 7 & 8</u>	<u>Steps 9 & 10</u>
<u>Elementary Camp</u>					
Sixth (6 th) Grade	\$600	\$600	\$600	\$600	\$800
<u>National Honor Society</u>	\$1,200	\$1,400	\$1,600	\$1,800	\$2,000
<u>Class Advisor</u>					
Seniors	\$1,400	\$1,400	\$1,400	\$1,400	\$1,600
Juniors	\$1,400	\$1,400	\$1,400	\$1,400	\$1,600
Sophomores	\$800	\$800	\$800	\$800	\$1,000
Freshmen	\$800	\$800	\$800	\$800	\$1,000
<u>Student Council Advisor</u>					
High School	\$1,200	\$1,400	\$1,600	\$1,800	\$2,000
Middle School	\$800	\$1,000	\$1,200	\$1,400	\$1,600
<u>DECA Advisor</u>	\$1,800	\$2,000	\$2,200	\$2,400	\$2,600
Asst.	\$1,000	\$1,200	\$1,400	\$1,600	\$1,800
<u>FFA Advisor</u>	\$1,800	\$2,000	\$2,200	\$2,400	\$2,600
Asst.	\$1,000	\$1,200	\$1,400	\$1,600	\$1,800
<u>SADD</u>	\$800	\$1,000	\$1,200	\$1,400	\$1,600
<u>Key Club</u>	\$800	\$1,000	\$1,200	\$1,400	\$1,600
<u>Lean On Me</u>	\$800	\$1,000	\$1,200	\$1,400	\$1,600
<u>Action Club</u>	\$800	\$1,000	\$1,200	\$1,400	\$1,600
<u>Close Up – W/O Class</u>	\$800	\$1,000	\$1,200	\$1,400	\$1,600
<u>Debate</u>	\$1,400	\$1,600	\$1,800	\$2,200	\$2,400
<u>Newspaper – W/O Class</u>					
High School	\$1,400	\$1,600	\$1,800	\$2,200	\$2,400
<u>Yearbook – W/O Class</u>					
High School	\$2,000	\$2,200	\$2,400	\$2,600	\$2,800
Middle School	\$500	-----			

Letter of Understanding
Caledonia Education Association

And

Caledonia Board of Education

03 August 2015

It is understood the Caledonia Education Association (CEA) and the Caledonia Board of Education (BOE) agree to the following:

- 1.0 The Longevity Schedule “A-2” will be automatically removed from the contract with the expiration of the Agreement, 31 August 2017.
 - 2.0 The Longevity payments for eligible employees will be included in their regular pays for the period of 31 August 2015 through 31 August 2017.
 - 3.0 The Longevity payments will be prorated for the F.T.E. of each eligible employee in the unit.
 - 4.0 The Board hired date, prior to 01 October, is the eligibility date for Longevity (12.2 in the CEA contract). If the Board hired date is after 01 October the balance of that year doesn't count for accumulated years towards Longevity. Any leave of absence of a year or more will be deducted from the Board hired date for an adjusted Longevity period.
-

It is understood this Letter of Understanding isn't precedent setting or is it construed as past practices. This Letter of Understanding is mutually agreed to and shall be attached to the CEA contract for the duration of the contract period 31 August 2015 – 31 August 2017. The Letter will be effective upon the signatures of both parties.

For the CEA

Date

For the BOE

Date

Teacher Wage Table
Schedule "A-1"
2015-2016

Step	Salary BA	Salary BA+20	Salary MA	Salary MA+15	Salary MA+30	Salary MA+45
1	\$39,896	\$41,891	\$44,285	\$46,279	\$48,274	\$50,269
2	\$41,891	\$43,886	\$46,279	\$48,274	\$50,269	\$52,264
3	\$43,886	\$45,880	\$48,673	\$50,668	\$52,663	\$54,658
4	\$45,880	\$47,875	\$51,067	\$53,062	\$55,056	\$57,051
5	\$48,274	\$50,269	\$53,461	\$55,455	\$57,450	\$59,445
6	\$50,668	\$52,663	\$55,854	\$57,849	\$59,844	\$61,839
7	\$53,062	\$55,056	\$58,248	\$60,243	\$62,238	\$64,632
8	\$55,455	\$57,450	\$61,041	\$63,036	\$65,429	\$67,424
9	\$58,248	\$60,243	\$64,233	\$66,227	\$68,222	\$70,217
10	\$61,041	\$63,036	\$67,025	\$69,020	\$71,015	\$73,010
11	\$63,834	\$65,828	\$69,818	\$71,813	\$73,808	\$75,802
12	\$65,429	\$67,424	\$71,015	\$73,010	\$75,403	\$76,999
13	\$65,828	\$67,823	\$71,414	\$73,409	\$75,802	\$77,398
14	\$66,227	\$68,222	\$71,813	\$73,808	\$76,201	\$77,797
15	\$66,626	\$69,020	\$72,212	\$74,207	\$76,600	\$78,196
16	\$67,025	\$69,419	\$72,611	\$74,606	\$76,999	\$78,595
17	\$67,424	\$69,818	\$73,010	\$75,004	\$77,398	\$78,994
18	\$68,621	\$70,616	\$73,409	\$75,403	\$77,797	\$79,393
19	\$69,020	\$71,015	\$73,808	\$75,802	\$78,196	\$79,792
20	\$69,419	\$71,414	\$74,207	\$76,201	\$78,595	\$80,191
21	\$69,818	\$71,813	\$75,004	\$76,600	\$78,994	\$80,590
22	\$70,217	\$72,212	\$75,403	\$76,999	\$79,393	\$80,989
23	\$70,616	\$72,611	\$75,802	\$77,398	\$79,792	\$81,388
24	\$71,015	\$73,010	\$76,201	\$77,797	\$80,191	\$81,787
25	\$71,414	\$73,409	\$76,600	\$78,196	\$80,590	\$82,186
26	\$71,813	\$73,808	\$77,398	\$79,393	\$81,388	\$83,383
27	\$73,409	\$75,403	\$78,994	\$80,989	\$82,984	\$84,979
28	\$74,207	\$76,201	\$79,792	\$81,787	\$83,782	\$85,776
29	\$74,606	\$76,600	\$80,191	\$82,186	\$84,181	\$86,175
30	\$75,004	\$76,999	\$80,590	\$82,585	\$84,580	\$86,574

Teacher Wage Table
Schedule "A-1"
2016-17

Step	Salary BA	Salary BA+20	Salary MA	Salary MA+15	Salary MA+30	Salary MA+45
1	\$40,395	\$42,414	\$44,838	\$46,858	\$48,878	\$50,897
2	\$42,414	\$44,434	\$46,858	\$48,878	\$50,897	\$52,917
3	\$44,434	\$46,454	\$49,282	\$51,301	\$53,321	\$55,341
4	\$46,454	\$48,474	\$51,705	\$53,725	\$55,745	\$57,764
5	\$48,878	\$50,897	\$54,129	\$56,149	\$58,168	\$60,188
6	\$51,301	\$53,321	\$56,553	\$58,572	\$60,592	\$62,612
7	\$53,725	\$55,745	\$58,976	\$60,996	\$63,016	\$65,439
8	\$56,149	\$58,168	\$61,804	\$63,824	\$66,247	\$68,267
9	\$58,976	\$60,996	\$65,035	\$67,055	\$69,075	\$71,095
10	\$61,804	\$63,824	\$67,863	\$69,883	\$71,903	\$73,922
11	\$64,632	\$66,651	\$70,691	\$72,710	\$74,730	\$76,750
12	\$66,247	\$68,267	\$71,903	\$73,922	\$76,346	\$77,962
13	\$66,651	\$68,671	\$72,307	\$74,326	\$76,750	\$78,366
14	\$67,055	\$69,075	\$72,710	\$74,730	\$77,154	\$78,770
15	\$67,459	\$69,883	\$73,114	\$75,134	\$77,558	\$79,174
16	\$67,863	\$70,287	\$73,518	\$75,538	\$77,962	\$79,578
17	\$68,267	\$70,691	\$73,922	\$75,942	\$78,366	\$79,982
18	\$69,479	\$71,499	\$74,326	\$76,346	\$78,770	\$80,385
19	\$69,883	\$71,903	\$74,730	\$76,750	\$79,174	\$80,789
20	\$70,287	\$72,307	\$75,134	\$77,154	\$79,578	\$81,193
21	\$70,691	\$72,710	\$75,942	\$77,558	\$79,982	\$81,597
22	\$71,095	\$73,114	\$76,346	\$77,962	\$80,385	\$82,001
23	\$71,499	\$73,518	\$76,750	\$78,366	\$80,789	\$82,405
24	\$71,903	\$73,922	\$77,154	\$78,770	\$81,193	\$82,809
25	\$72,307	\$74,326	\$77,558	\$79,174	\$81,597	\$83,213
26	\$72,710	\$74,730	\$78,366	\$80,385	\$82,405	\$84,425
27	\$74,326	\$76,346	\$79,982	\$82,001	\$84,021	\$86,041
28	\$75,134	\$77,154	\$80,789	\$82,809	\$84,829	\$86,849
29	\$75,538	\$77,558	\$81,193	\$83,213	\$85,233	\$87,253
30	\$75,942	\$77,962	\$81,597	\$83,617	\$85,637	\$87,656